### 1. Credit Card

Through this menu you will find the list of your credit cards.

## 1.1 My Cards

Click on My Cards menu, after you have selected the card, the following information will be displayed:

- Statement click on one of the rows to see the monthly credit card statements;
- Card information select the card and you will be shown information on the cardholder name, card type, card number which appears partially encrypted (eg 5476 xxxx xxxx 5467), primary or secondary card, card limit, usable limit, points earned, card status, date of debit / issuance of credit card account statement, last date of card payment, etc ...);
- Recent Transactions in this option you will see the last transactions you have completed;

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# 1.2 Credit Card Payment

Through the Card Payment option you can make credit card payments. Card payment can be made automatically by the system on the due date. To make a card payment, first select the credit card.

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Then select the account from which the payment will be made, at the bottom of the page will appear the window with the details of the payment in which 3 options are presented:

- 1. Minimum amount remaining (the minimum amount to be paid is automatically displayed);
- Amount remaining (the total amount remaining to be paid is automatically displayed);
- 3. Amount other (manually enter the amount you want to make the payment);

Once you have completed the amount choose whether to use the overdraft limit and click the Continue button.

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After you have click the Continue button the summary table with the transaction data will be displayed, if you want to continue with the payment click Proceed otherwise Cancel button. Credit card payment is activated at the moment when the business is fully entitled.

The Credit Card payment will be authorized **automaticly** when **the company is full rights**. If the comany users, inputer and approver are different, then the approver must go to "Pending approvals" to authorize the Credit Card Payment.

Through the Limit menu on the Internet you have the opportunity to change the percentage of the card limit for online payments.



To change the online limit select the credit card and then in the Change Limit window will appear:

- Credit card limit;
- Current Limits online;
- New limit value Online (in which you will enter the new limit percentage);

• Click Continue and the summary of the action performed will be display

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If you agree with the details click Finish to finalize the transaction.

The changed limit is activated at the moment if the business has requested that the user be with full rights.

#### 2. Loans

#### 2.1 Cash Loans

Through this menu you will find the list of your loan contracts. To see the details of the contract you need:

Select a loan agreement and then press the Details button.

After pressing the Details button you will see:

- Contract number
- Opening date
- Closing date
- The amount
- Non-refundable amount
- Contract status

Below these details you will see the payment tab and all payments made with the following details:

- Date = Installment date
- Total installment = Installment amount
- Principal = Loan amount
- Interest = Loan interest
- Non-repayable amount = Remaining outstanding loan
- Amount to be paid = due amount to be paid